



May 03, 2016

To: Project Directors

Subject: Child Sexual Abuse Treatment (CSAT) Program Request for Application (RFA),  
Fiscal Year 2016-2017

The California Governor's Office of Emergency Services (Cal OES) is pleased to announce the release of the Child Sexual Abuse Treatment (CSAT) Program Request for Application (RFA). Subrecipients funded in fiscal year 2016-2017 are the only applicants eligible to apply for this continuation funding.

This Program is made available through the State of California, State Victim Witness Assistance funds. The funding amount for the CSAT Program for 2016-2017 is anticipated to be \$256,500. The specific funding amounts for each Subrecipient are provided in the RFA. Please Note: continuation funding is contingent on the passage of the 2016-2017 State Budget Act, availability of funds, successful project performance, and compliance with the Grant Subaward. The grant performance subaward period will begin on July 1, 2016, and end on June 30, 2017.

To be considered for funding, a complete application must be submitted to Cal OES no later than Monday, June 13, 2016, by 5:00 p.m. Details for the submission of the application are included in the RFA.

Should you have questions, please contact Dennis Hall, Program Specialist, Children's Unit at (916) 845-8219 or by email at: [dennis.hall@caloes.ca.gov](mailto:dennis.hall@caloes.ca.gov).

Sincerely,



GINA BUCCIERI-HARRINGTON  
Assistant Director, Grants Management

# CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM

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# CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM

## PART I – OVERVIEW

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- A. INTRODUCTION
  - B. CONTACT INFORMATION
  - C. APPLICATION DUE DATE AND SUBMISSION OPTIONS
  - D. ELIGIBILITY
  - E. FUNDS
  - F. PROGRAM INFORMATION
- 

### A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Governor’s Office of Emergency Services’ (Cal OES’s) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Subrecipient Handbook*. The *Subrecipient Handbook* provides helpful information for developing the application and is accessible on our website at [www.caloes.ca.gov](http://www.caloes.ca.gov). Select “Cal OES Divisions” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.”

### B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or Programmatic issues should be submitted by telephone, fax or e-mail to:

Dennis Hall, Program Specialist  
(916) 845-8219 phone  
[Dennis.hall@caloes.ca.gov](mailto:Dennis.hall@caloes.ca.gov)

### C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

***One original*** of the application must be delivered to Cal OES’s Victim Services & Public Safety Branch, by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **Monday, June 13, 2016, OR** hand-delivered by 5:00 p.m. on **Monday, June 13, 2016**, to:

California Governor’s Office of Emergency Services  
Victim Services & Public Safety Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Child Sexual Abuse Treatment Program, Children’s Unit

### D. ELIGIBILITY

To be eligible to receive funding for the Child Sexual Abuse Treatment (CSAT) Program, the Applicant must be one of the four agencies which received funding for the CSAT Program in fiscal year 2015-2016. Specifically, for the purpose of this RFA, the Applicants eligible to apply for 2016-2017 funding and the funding amounts available are:

<b>Subrecipient</b>	<b>Service Area</b>	<b>Proposed Grant Subaward Number</b>	<b>14CSAE</b>
Children's Institute, Inc.	Los Angeles	CS 16 09 1105	\$ 76,950
Regents of the University of California	Sacramento	CS 16 09 1141	\$ 76,950
Child Abuse Listening and Mediation (CALM)	Santa Barbara	CS 16 09 1582	\$ 51,300
Mendocino County Youth Project	Mendocino	CS 16 09 8526	\$ 51,300
Totals			\$256,500

#### E. FUNDS

Funding for this Program is for a 12-month period. The Grant Subaward period will begin on July 1, 2016, and end on June 30, 2017. A reapplication is requested every year from each Subrecipient as the CSAT Program is non-competitive. It is anticipated that \$256,500 in State Victim Witness Assistance funds will be made available for the continuation funding of the CSAT Program.

Continuation funding is contingent on the passage of the 2015-2016 State Budget Act, availability of funds, successful project performance, and compliance with the Grant Subaward. Cal OES does not have authority to disburse funds until the state budget is passed and the Grant Subaward is fully executed. Until such time, the Applicant must refrain from incurring expenditures. Expenditures incurred prior to authorization are made at the Applicant's own risk. When the executed Grant Subaward is received by the Applicant, a Report of Expenditures and Request for Funds form (Cal OES 2-201) may be submitted to Cal OES for reimbursement of grant funds.

If during the term of the Grant Subaward, the funds appropriated for the purpose of the Grant Subaward are reduced or eliminated by the California Legislature; Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent funds are available for payment of such costs.

## F. PROGRAM INFORMATION

The CSAT Program funds local government agencies and non-profit organizations to provide comprehensive treatment services to child victims of sexual abuse and/or sexual exploitation. Services are directed toward child victims under the age of 18. Services to appropriate, non-offending family members are provided as support services to help in the child's recovery.

The CSAT Program must employ at least one licensed clinician with specialized training in child sexual abuse. Other program staff may include license-eligible or registered postgraduate student interns to provide support services.

Treatment services include, but are not limited to: outreach; in-person crisis intervention services; intake; assessment; individual and group counseling for children; interagency coordination; and follow-up evaluation.

### Advisory Committee

Penal Code (PC) Section 13836 et seq., mandated the establishment of the eleven-member State Advisory Committee (SAC) on Sexual Assault Victim Services to advise Cal OES on the development and implementation of the CSAT Program, and to approve funding recommendations. Cal OES appoints five of the committee members, including three district attorneys, one public defender, and one representative of a law enforcement agency. The Commission on the Status of Women appoints six committee members, including one medical professional and one representative of a rape crisis center.

### Program Criteria

The statutory requirements for funded Subrecipients are found in PC Section 13836. These include criteria, restrictions, and priorities.

### PC Section 13837 Requirements

- 1) Provide in-person counseling and referral services during normal business hours. These are defined by Cal OES and SAC as the following:
  - a) Offices must be open to the public Monday through Friday for a continuous eight-hour period occurring between the hours of 8:00 a.m. and 5:00 p.m. with the only exception being closed during the lunch hour;
  - b) Offices must make every possible effort to have staff in the office to respond to telephone inquiries, drop-in clients, or members of the public during their established business hours; and
  - c) Offices with a full-time office worker/secretary/clerical position must have staff in their office at all times during business hours.
- 2) Maintain other standards and services determined to be appropriate by the SAC pursuant to PC Section 13837 as grant conditions.

The SAC has mandated the following service standards:

- a) Provide in-person crisis intervention services to child victims of sexual abuse and/or exploitation;
  - b) Provide in-person individual counseling to child victims of sexual abuse and/or sexual exploitation;
  - c) Provide group counseling/discussions to child victims of sexual abuse and/or sexual exploitation;
  - d) Provide access to or referrals to other services to child victims of sexual abuse and/or sexual exploitation; and
  - e) Provide follow-up support services to child victims of sexual abuse and/or sexual exploitation.
- 3) Demonstrate the ability to receive and make use of funds available from governmental, voluntary, philanthropic, or other sources, which may be used to augment state funds appropriated for this purpose, and make every attempt to qualify for federal funding. This means that Applicants must actively seek alternative sources of funding and use the funds in a cost-effective manner.
- 4) Complete fiscal and progress reports as requested by Cal OES.

#### Paid Staff and Volunteers

A criminal record check must be performed on paid staff and volunteers working with youth under the age of 18. The criminal record check must be done before the staff and/or volunteers begin face-to-face contact with the youth. Paid staff and volunteers must meet the following criteria:

- 1) Complete a formal application which includes three references checked by Subrecipient staff;
- 2) Agree, in writing, to a criminal records check, and complete the check prior to providing services to youth;
- 3) Receive a minimum of 40 hours of formalized training on the issues of homeless and exploited youth, substance abuse, sexually transmitted diseases, crisis intervention, and child abuse reporting law;
- 4) Comply with PC Section 11165 regarding mandated reporters; and
- 5) Be supervised by Subrecipient's paid staff.

If CSAT Program staff and volunteers have resided in California less than three years, then an out-of-state criminal history check (FBI check) is required also. For information on guidelines please go to the Attorney General's Office website at:  
[//caag.state.ca.us/fingerprints/agencies.htm](http://caag.state.ca.us/fingerprints/agencies.htm).

A policy must be in place on how negative background checks are handled; and made available to Cal OES upon request.

### Personnel Records

The Subrecipient and subcontractors must have on file personnel records for project staff and volunteers which should include, but is not limited to:

- 1) Copies of licenses and degrees;
- 2) Documentation of special training specific to the services performed on this grant;
- 3) Documentation of supervised hours;
- 4) Documentation of the completion of background checks/clearances, including the results and applicable waivers such as:
  - Written application and reference checks;
  - Department of Justice Criminal History Check and Clearance;
  - Department of Motor Vehicles Clearance; if applicable
  - Copy of signed mandated reporter acknowledgement form; and
  - Copy of the signed confidentiality agreement.

Personnel files must be made available for review by Cal OES program staff during a technical assistance visit, performance assessment/site visit and/or monitoring visit of the CSAT Program.

### Client Confidentiality

Federal statute explicitly recognizes the privacy needs of victims. Following that statutory precedent, grantees must protect the privacy and confidentiality of clients; this protection should include, but is not limited to: the maintaining of confidential client files in a locked filing cabinet in a locked room (office, storage room or facility) for a period of no less than three (3) years. Additionally, grantees are obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction.

### Operational Agreements

The Applicant must have a goal of ensuring the congruency of services, consistency of care and reduction of duplication of services. To achieve this goal, the Applicant must demonstrate the ability to work with other public or private agencies which provide services to child victims of sexual abuse and/or sexual exploitation. Operational Agreements (OAs) shall be developed and maintained between the Applicant and the referral agencies, and clearly delineate the expectations and services of the parties involved.

Cal OES requires a current OA with: local law enforcement agencies; social service agencies; mental health agencies, and medical treatment agencies. Complete the Operational Agreements Summary form (Cal OES 2-160) listing all secured OAs.



**Please Note:** OAs must include a start date and end date. Additionally, OAs may be secured to cover a three-year period. Original OAs must be kept on file by the Subrecipient and provided upon request during a site or monitoring visit.

#### Progress Reports

Progress Reports are required and must be submitted to the Cal OES Program Specialist by the due date. The six month progress report is due January 31, 2017, and the final progress report due July 31, 2017. This document is not a part of the RFA and will be e-mailed to the Project Director separately.

## CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM

### PART II – RFA INSTRUCTIONS

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- A. PREPARING AN APPLICATION
  - B. CERTIFICATION OF ASSURANCE OF COMPLIANCE
  - C. PROJECT NARRATIVE
  - D. PROJECT BUDGET
  - E. APPLICATION APPENDIX
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#### A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The Applicant must use the forms provided in Part IV of this RFA or on our website at [www.caloes.ca.gov](http://www.caloes.ca.gov). The forms must be printed on plain white 8½” x 11” paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal OES’s standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal OES templates and not allow for more space than provided by Cal OES. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Please provide the nine required application components in the order listed below:

- Application Checklist (included in Part IV)
- Application Cover Sheet (included in Part IV)
- Grant Subaward Face Sheet (Cal OES 2-101)
- Project Contact Information (Cal OES 2-102)
- Signature Authorization and Instructions (Cal OES 2-103)
- Certification of Assurance of Compliance (Cal OES 2-104) **no letter**
- Project Narrative (Cal OES 2-108)
- Project Budget (Including the Budget Narrative (Cal OES 2-107) and the Budget Forms (Cal OES 2-106b))
- Application Appendix (refer to Part II, D)

Click the link below to access Cal OES forms or go to [www.caloes.ca.gov](http://www.caloes.ca.gov). Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

**NOTE:** Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind the application.***

**B. CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104)**

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and Federal civil rights laws;
- Drug Free Workplace;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

This document becomes a part of the Cal OES Grant Subaward. Two individuals must sign the Certification of Assurance of Compliance (Cal OES 2-104): the designated individual authorized to sign the Grant Subaward (see Section 2113) and the individual granting that authority (the City/County Financial Officer, the City/County Manager, or the Governing Board Chair). The second signature is not required for State Agencies.

**C. PROJECT NARRATIVE**

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the plan.

**1. Problem Statement**

There is no problem statement required for this RFA. However, if there is a significant change to the original RFP Problem Statement, please update by briefly indicating the change.

**2. Plan**

Describe the plan for addressing the issues and/or problems. Describe or indicate how the funds will assist the program staff in providing services to address these issues and/or problems affecting child victims of sexual abuse and/or sexual exploitation.

Documentation: Describe the recordkeeping and management process of accessing records; note-taking practices; and how records will be filed, maintained, and secured.

### 3. Objectives and Activities

For each objective, provide a quantified estimate of the services to be provided, discuss the manner in which those services will be provided, and the activities to be performed to support those services. The information provided for each objective must describe the source documentation collected and maintained to measure results and demonstrate proof of successful objective measurement. Source documentation is defined as records used to validate project activities and achievements as pertaining to the objectives via the use of intake logs, client files, progress notes, attendance rosters, and sign-in sheets.

The mandated objectives for this grant are:

**Objective A:** Provide in-person crisis intervention services to child victims of sexual abuse and/or sexual exploitation.

**Objective B:** Provide in-person individual counseling to child victims of sexual abuse and/or sexual exploitation.

**Objective C:** Provide group counseling/discussion to child victims of sexual abuse and/or sexual exploitation.

**Objective D:** Provide referrals to other services to child victims of sexual abuse and/or sexual exploitation.

**Objective E:** Provide follow-up support services to child victims of sexual abuse and/or sexual exploitation.

## D. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the Applicant will implement the Plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire performance period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match. Budgets are subject to Cal OES modifications and approval.

Cal OES requires the Applicant to develop a **line-item** budget which will enable the project to meet the intent and requirements of the Program and ensure the successful and cost-effective implementation of the project. The Applicant should prepare a realistic and

prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

**Note:** The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Applicant should refer to the *Subrecipient Handbook* for additional information concerning Cal OES's budget policy or to determine if specific proposed expenses are allowable. The *Subrecipient Handbook* is accessible on our website at [www.caloes.ca.gov](http://www.caloes.ca.gov). Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." Should you have additional budget questions, contact the person listed in Part I, Section B.

## 1. Budget Narrative

The Applicant is required to submit a narrative with the Project Budget. The narrative must be typed and placed in the application preceding the budget pages, describing:

- How the project's proposed budget supports the Program's objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget);
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- The necessity for subcontracts and unusual expenditures; and
- The mid-year salary range adjustments.

## 2. Specific Budget Categories

In Part IV of this RFA, or on our website, you can access Excel spreadsheets (Cal OES 2-106 b) for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff directly employed by the Applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the Applicant must be shown as participating staff (see *Subrecipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, D.2.b. - Operating Expenses - paragraph two).

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the performance period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the Applicant,

travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with a cost of less than \$5,000 (excluding tax) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Subrecipient Handbook*, Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the Subrecipient and made available for review during a Cal OES site visit, a monitoring visit, or an audit. In the case of grants being passed through a Subrecipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required Cal OES training conferences or workshops.

c. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**NOTE:** The left column of each budget category on the Spreadsheet requires line-item detail including the calculation and justification for the expense. Enter the ***whole dollar amount only*** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 12G) on the Grant Subaward Face Sheet.

E. APPLICATION APPENDIX

The application appendix provides Cal OES with additional information from the Applicant to support components of the application. The following must be included:

- **Organizational Chart:**  
The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.
- **Operational Agreement (OA) [Section 4300]:**  
These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Please refer to the Subrecipient Handbook, Section 4300 for the list of required elements.
- **Project Summary (Cal OES 2-150)**
- **Noncompetitive Bid Request (Cal OES 2-156) [if applicable]**
- **Out-of-State Travel Request (Cal OES 2-158) [if applicable]**
- **Emergency Fund Procedures (Cal OES 2-153) [if applicable]**
- **Other Funding Sources (Cal OES 2-151)**
- **Project Service Area Information (Cal OES 2-154)**
- **Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]**

Click the link below to access Cal OES forms or go to [www.caloes.ca.gov](http://www.caloes.ca.gov). Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>



## CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM

### PART III – POLICIES AND PROCEDURES

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**NOTE:** The Applicant is strongly encouraged to review the following sections before preparing the application:

- A. FINALIZING THE GRANT SUBAWARD
  - B. ADMINISTRATIVE REQUIREMENTS
  - C. BUDGET POLICY
- 

#### A. FINALIZING THE GRANT SUBAWARD

##### 1. Standard Project Funding Authority

**Allocation of funds is contingent on the enactment of the State Budget.**

Cal OES does not have the authority to disburse funds until the Budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent state or federal funds are available for payment of such costs.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Subaward.

##### 2. Processing Grant Subaward

###### a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Applicant and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward. Grant Subaward Conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal OES.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

c. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Project Director. When the executed grant is received, a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the Subrecipient's planning purposes:

1. The *Subrecipient Handbook (SRH)*

The *Subrecipient Handbook* is accessible on our website at [www.caloes.ca.gov](http://www.caloes.ca.gov). Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." The *Subrecipient Handbook* contains administrative information and requirements necessary to implement the project. Subrecipients must administer their grants in accordance with the *Subrecipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward.

2. Communications (*SRH 11500*)

Projects must maintain a current telephone number and internet access with an e-mail address (see Section 2340.1), as well as a current postal address and physical location within the State of California.

3. Progress Reports and Data Collection (*SRH 10100*)

Funded projects are required to participate in data collection and to submit Progress Reports required by the Program. Projects are required to keep accurate records to document the information reported in the Progress Reports. The records must be kept by the project for a period of seven years. During site/monitoring visits, Cal OES will review these records for accuracy and compare them with the reported data submitted on the Progress Reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (*SRH 6310*)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal OES 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal OES 2-201 will result in the withholding of funds and may result in the recommendation to the Cal OES Director for termination of the Grant Subaward.

5. Technical Assistance and Site Visits (*SRH 10200/10300*)

Funded projects are assigned a Cal OES Program Specialist to oversee the progress of the project in achieving its goals, objectives, and compliance with the Grant Subaward. Program Specialists are available to assist the Subrecipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Subaward. New projects should expect a site visit from the assigned Program Specialist within the first six months of the performance period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*SRH 10400*)

A monitoring visit is an on-site assessment by staff to determine if the project is in compliance with the terms of the Program, the Grant Subaward, the Program Guidelines (if applicable), the RFA/RFP, and the *Subrecipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*SRH 8100*)

To safeguard Cal OES's assets and to ensure that all funds are accounted for, Cal OES requires that organizations receiving Cal OES Grant Subaward(s) be audited in accordance with the *Subrecipient Handbook*.

8. Source Documentation (*SRH 10111*)

Subrecipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Subaward. Subrecipients are to retain source documentation for Progress Reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for Program specific source documentation are delineated in the RFA instructions. Subrecipients will be required to have written job descriptions on file for positions funded by Cal OES detailing specific grant-related activities to achieve project objectives.

9. Fidelity Bond (*SRH 2160*)

Private CBOs and American Indian organizations are required to obtain and send to Cal OES a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal OES-funded projects within 60 days of the signed Grant Subaward. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Subaward. The beneficiary named on the bond or an endorsement must include the “State of California, California Governor’s Office of Emergency Services” and include the Grant Subaward number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total Grant Subaward and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a Subrecipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required by terms of the Program or Grant Subaward Conditions.

10. Copyrights, Rights in Data, and Patents (*SRH 5300-5400*)

Cal OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Subaward. These ownership rights are detailed in the *Subrecipient Handbook*.

C. BUDGET POLICY

This document summarizes information on Cal OES Budget Policy contained in the *Subrecipient Handbook*. Additional information may be obtained by accessing the *Subrecipient Handbook* at [www.caloes.ca.gov](http://www.caloes.ca.gov). Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.”

1. Supplanting Prohibited (*SRH 1330*)

Grant funds must be used to supplement existing funds for Program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit.

2. Project Income (*SRH 6610*)

Project income, such as client fees and fees for services provided by the Subrecipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

3. Methods of Contracting and/or Procurement (*SRH 3400*)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal OES Program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000 which requires prior Cal OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the Project Budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Subrecipient Handbook*).

4. Match Requirements (*SRH 6500*)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Subaward. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Subrecipient Handbook*.

5. Travel Policies

The following is Cal OES's current travel policy:

a. Travel and Per Diem (*SRH 2236*)

The Applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government (*SRH 2236.21*)

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBOs) (*SRH 2236.22*)

A community-based organization may use the state travel policy or the Applicant's written policy up to the maximum rates allowed by the state travel policy.

3) Out-of-State Travel (*SRH 2236.11*)

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal OES approval.

b. State Travel and Per Diem Policy (*SRH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Meals and Incidentals

a) Breakfast \$7.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$11.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$23.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$5.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$46.00 for a 24-hour period.

2) Lodging

The maximum allowed lodging expense is \$90.00 per night, plus applicable taxes, (except as noted below). All lodging rates are per night and receipts are required for reimbursement.

3) Special Lodging Rates

- Statewide (excluding counties identified below): \$90.00, plus tax
- Napa, Riverside, and Sacramento Counties: \$95.00, plus tax
- Los Angeles, excluding the City of Santa Monica, Orange, Ventura Counties and Edwards AFB: \$120.00, plus tax
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara counties: \$125.00, plus tax
- City & County of San Francisco and the City of Santa Monica: \$150.00, plus tax

4) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 54 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

5) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff (*SRH 4500*)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the Subrecipient on the implementation of a project. The agreement between the Subrecipient and the participating agency concerning participating staff must be reflected in the OA. Grant-related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant Services (*SRH 3710*)

Services are provided on a contractual basis by individuals or organizations not directly employed by the Applicant. Independent contractors/consultants must not be

used in lieu of employees and are defined as individuals or organizations meeting some or all of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the Applicant;
- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or
- Have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates (*SRH 3710.1*)

The maximum rate for independent contractors/consultants is \$650 (excluding travel and per diem costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$650 a day must have **prior approval** from Cal OES and additional justification.

1) Exception to Rates (*SRH 3710.1.1*)

Compensation to government employees (e.g., federal, state, and local) will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*SRH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors or consultants to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. Unless otherwise prohibited, the maximum allowable rate for such witness fees is \$250 per hour, and is not to exceed \$2,000 per day. The total amount budgeted for expert witness fees must not exceed 10 percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- Rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the



proposed rate of pay with a cost breakdown if the expert is paid according to services (e.g., mileage, waiting time, court testimony);

- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- Justification why this cost cannot be paid with other funds (attach the justification to Cal OES 2-106 b).

8. Facility Rental (*SRH 2232*)

Up to \$21.00 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit. Exceptions to the above rates and/or square footage must be approved by Cal OES and requires appropriate justification.

- Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space (*SRH 2232.1*)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*SRH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal OES prior to the execution of a rental or lease agreement.

10. Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)

Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.

- a. Subrecipients do not have to budget for indirect costs.
- b. Subrecipients that budget for indirect costs must:
  - use their approved Indirect Cost Rate (ICR) that has been established by the Subrecipient's cognizant federal agency (Cal OES will not act as a cognizant agency); or

- use an amount up to the ten percent (10%) de Minimis rate of the Subrecipient's Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and benefits of personnel that work directly on the project, and other operational costs that are directly related to the project. The MTDC base cannot include any distorting costs such as equipment, capital expenditures, or any Subawards, contracts, or consultant beyond the first \$25,000.

Subrecipients, who request Cal OES funds for indirect costs, must provide a method of calculation that shows what direct costs were used to calculate their indirect budgeted amount. The Subrecipient can then charge up to that budgeted amount on the subaward.

#### 11. Audit Costs (*SRH 8150*)

Subrecipients expending less than \$750,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to 2 CFR Part 200 Uniform Guidance and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- If the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- If the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

#### 12. Equipment (*SRH 2300*)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

##### a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the Subrecipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Subaward Forms Package. Prior approval by Cal OES is required.

b. Computers and Automated Equipment (*SRH 2340*)

1) Community-Based Organizations (*SRH 2342.1*)

CBOs may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal OES is required.

2) Units of Government (*SRH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Cal OES must give approval prior to purchase.

3) Computer Purchase Justification (*SRH 2341*)

Approval for purchases of computers and automated equipment is contingent on the Applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the Applicant will be sent instructions for preparing the justification.

13. Prohibited Expense Items (*SRH 2240*)

a. Bonuses/Commissions (*SRH 2241*)

Projects are prohibited from paying any bonuses/commissions to any individual, organization, or firm unless specifically authorized by the terms of the Program.

b. Lobbying (*SRH 2242*)

Refer to *SRH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*SRH 2243*)

Cal OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (*SRH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*SRH 2245*)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*SRH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*SRH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*SRH 2247*)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*SRH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*SRH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*SRH 2248*)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

1. Depreciation (*SRH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

## CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM

### PART IV – ATTACHMENTS

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**NOTE:** The Applicant is strongly encouraged to review the following sections before preparing the application:

- A. APPLICATION FORMS (including web links)
  - B. GLOSSARY OF TERMS
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#### APPLICATION FORMS

Click the link below to access Cal OES forms or go to [www.caloes.ca.gov](http://www.caloes.ca.gov), Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

## CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM

### GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Subrecipient	The agency or organization designated on the Grant Subaward Face Sheet that receives grant funds and is responsible to accomplish the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Subrecipient was formerly referred to as the “Grantee.”
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal OES becomes the application.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency’s workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	The EEO Checklist is a document used by Program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal OES in verifying that Subrecipients are in compliance with State and Federal Civil Rights Laws.
Grant Subaward	The signed final agreement between Cal OES and the local government agency or organization authorized to accept grant funding.
Grant Funding Cycle	The number of years a Program may be funded without competition.

Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the Project Narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Subaward Face Sheet (Cal OES 2-101).
Implementing Agency	The agency or organization designated on the Grant Subaward Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Monitoring Report Response Form	Form sent to the Subrecipient with the Monitoring Report. The form is completed by the Subrecipient and returned to the Cal OES Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods (contracts sometimes include goods as well as services, and this definition will also apply to those circumstances)
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for Subrecipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3).</p> <p>(2) A statement from a state taxing body or the state Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the state; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual.</p> <p>(3) A certified copy of the Applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant.</p> <p>(4) Any item described in (1) through (3) if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the Applicant is a local nonprofit affiliate.</p>



Objectives	A set of quantifiable projections to be carried out in order to accomplish the Program goals.
On Site	Refers to the location of operation of the Grant Subaward Subrecipient. If multiple sites exist, the site that provides the project Subrecipients with Program direction qualifies as the “on site location.”
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Subrecipient. The project includes all of the grants implemented by the Subrecipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant.
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal OES to obtain applications from Applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal OES to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."

Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Subaward.
Subrecipient or Adminstrating Agency	The agency or organization designated on the Grant Subaward Face sheet that receives the grant funds and is will be responsible for accomplishing the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, and Fairfield Youth Services Bureau).
Subrecipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Subrecipient Handbook</i> is accessible at <a href="http://www.caloes.ca.gov">www.caloes.ca.gov</a> . Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.” The <i>Subrecipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
Supplanting	To reduce federal, state, or local funds because of the existence of Cal OES funds. Supplanting occurs when a Subrecipient deliberately replaces its non-Cal OES funds with Cal OES funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], Grant Subaward, Cal OES policy statements, and applicable statutes. In the event the Terms of the Program are inconsistent with the provisions of the Subrecipient Handbook, the Terms of the Program shall be interpreted and construed as superseding the provisions of the Subrecipient Handbook.
USC	United States Code